

**WYOMING DEPARTMENT OF EDUCATION
INITIAL APPLICATION CHECKLIST
CHAPTER 1**

FEES:

\$10,000 Performance Bond **OR** Irrevocable Standby Letter of Credit
With valid dates of July 1st – June 30 of the following year (7/1/08-6/30/09)

\$200.00 License Fee

Registered agent fee - \$100.00 **Each.**

FORMS

PSL Form 610A – Non-degree granting initial application

PSL Form 15 – Agent Application

PSL Form 14 – Personnel information (All owners, staff & instructors)

PSL Form 16 - Number of students for the previous school year

PSL Form 18 – Licensing History Disclosure

Documentation provided by the School

Provide an alphabetical list of administrators, faculty and staff

Attendance record form

Current professional credentials for all owners, staff & instructors

Probationary academic/discipline

Enrollment contract

Current financial statement (certified by CPA)

Tuition fees and other charges

Compliance with city, county, and state regulations

Refund Schedule

Description of instructional methods/outlines

Course outlines for each course

Mission Statement

Copy of graduation certificate

Date:

Submitted by: _____

School: _____